

#### DBE goal update:

- Fiscal year 2011 annual DBE goal: 4.6 percent
- FY 2011 YTD annual DBE accomplishment: 6.1 percent
- Next DBE goal setting meeting: June 7, 2011 @ 1 p.m. CST
- May 3, DBE Annual Goal Public Meeting Minutes are on DBE webpage

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# Contractors Guide

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## Construction Industry Training (CIT) Funds

The construction Industry Training Program was developed to help the industry address some of the costs associated with maintaining qualified employees in the construction workforce. This funds also serves to help ensure that skilled employees will be available to build high quality projects that the traveling public expects.

### Who can utilize CIT funds?

This money will be available for use by all contractors, prime or sub that perform work on projects let by the DOT.

### How are CIT funds calculated?

The Iowa DOT calculates one tenth of one percent (0.1%) of the total net dollar amount of work awarded to that contractor, from all work bid through the Office of Contracts, in the previous fiscal year. Each contractor will be allowed to accumulate two years worth of funds.

### How are CIT funds used?

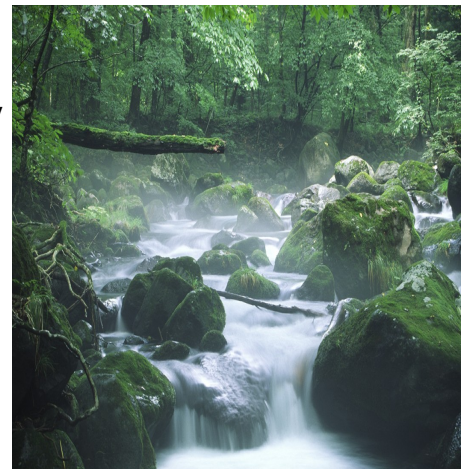
The Iowa DOT must receive a request from the contractor with the contractor (s) name, date of class, amount billed per contractor, total amount billed per class, name of the class, number of employees per contractor, gender and minority total s per contractor. Upon written request to the DOT, contractors may designate a portion of their funds to other firms (e.g. suppliers or other contractors). All training request are reviewed must be pre- approved by the Office of Contracts to reserve the necessary funds.

### Where can I verify my CIT fund balance?

Quarterly reports are now available to view the CIT fund balance by Contractor on the IDOT Office of Contracts webpage. The report is located on the left side toolbar. It is also available to the Associated General Contractors (AGC) of Iowa.

### What happens to unused CIT funds?

All funds not used within a two-year period will be made available to other contractors to use. In addition, any training request who exceed that total funds available to a contractor will utilize any balance of general fund monies. These will be used on a first come, first serve basis and may be limited.



## Top 3 observations found during desk audits

1. Document a Timely, Effective, Direct & Systematic (TEDS) recruitment effort.— A job order must be opened to all prospective applicants that may provide a reasonable flow of female and minority applicants.

2. Provide an application packet that includes the application, voluntary survey and 3-in-1 EEO/AA poster/handout to every applicant. (The 3-in-1 EEO/AA handout should include “We encourage all our employees to refer qualified/qualifiable Women and Minorities”)

3. Document applicant info, including all addresses and phone numbers for all applicants and maintain each for 3 years.

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\* Efforts of recruitment towards non-managerial field positions apply to the above three items.

## Top 3 observations found during home office reviews

1. Encourage all eligible non-managerial field employees to have their training and promotion potential reviewed annually. Include documentation of when and why all merit raises were given for all non-managerial field employees.

2. Documentation to show annually conduct EEO/AA supervisory meetings with dates, attendees present (include titles) and agenda of items discussed.

3. Jobsite EEO/AA field inspections should occur at a minimum of once per project and for longer projects, every additional 20 days, on all Iowa DOT let contracts/projects of \$10,000 or more.

Association of General Contractor's  
Career Board website

A great resource for your employment  
posting and job searching needs, visit  
<http://www.agciajobs.com>





Meetings may get canceled when the year to date accomplishment exceeds the annual DBE goal.

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# Annual DBE Goal Meetings

The first of two public meetings have taken place. On May 3, 2011 public participations/comments were solicited for our three-year annual DBE goal setting process. The meeting began at 2:00 p.m. c.s.t. and the hand-outs and minutes are available on the DBE web-page.

Contact the Office of Contracts to receive dial in instructions for teleconference participation for the July 5, 2011 public meeting at 515-239-1422.

## Monthly DBE Goal Setting Meetings

On the first Tuesday of every month a DBE goal setting meeting is scheduled for 1:00 p.m. CST. The meetings are held at the IDOT central complex in Ames, IA and are also available via teleconference. To receive the letting report information and teleconference instructions you need to contact the Office of Contracts and provide an email address. Contact Peg Muxfeldt 515-239-1422 or [margaret.muxfeldt@dot.iowa.gov](mailto:margaret.muxfeldt@dot.iowa.gov)

## New DBE Applications

New Disadvantage Business Enterprise applicants must complete the Uniform Certification Application (UCP). Supporting documentation is required to be submitted with the application for timely and complete processing to take place. Some of the necessary documentation include all applicable state registrations, licenses, and certificates of authority (Secretary of State) to conduct business within the State of Iowa.

**Training opportunity for female and minorities interested in pursuing a career in highway construction; Iowa DOT provides assistance and funding at selected area colleges (e.g. Des Moines Area Community College, Western Iowa Tech Community College, Hawkeye Community College, Kirkwood Community College and Eastern Iowa Community College).**

**Paid training for flaggers, commercial drivers license and core construction opportunities are available. Please contact, the Iowa DOT's Office of Contracts for more information at 515-239-1422.**



**New links on the Iowa DOT's Office of  
Contracts website.**

<http://www.iowadot.gov/contracts/lettings.html>

Trainers who are interested in providing Construction Industry Training may contact the Office of Contracts 515-239-1422 to review eligibility and services provided.

Training providers must be independent from the contractor receiving the training.

### Construction Industry Training (CIT) Funds Quick Reference Guide

(continued from page 1)

Training Funds may not be used for more than one attempt by a student to earn a passing grade in any particular class.

Employees of other firms that are not prime or subcontractors, yet who still participate in DOT let projects, may also be eligible. Their participation is limited to training required by the Department to earn a certification issued by the Department. For example, material suppliers may use the fund to send their employees to training required to achieve the Department's Aggregate Technician Certification.

Training providers must be independent from the contractor receiving the training. A contractor's staff person training employees of that contractor, or of an affiliated contractor, is not eligible for reimbursement.

#### Eligible Costs

##### **Trainer's Fee**

The fee the trainer charges to conduct the training. This may also include the trainer's expenses for travel, meals and lodging necessary to conduct the training. It may also include the cost for training materials and facility costs if provided or coordinated by the trainer.

##### **Training materials**

The fees for books, manuals, handouts or other materials necessary for the training that are not included in the trainer's fee, if any.

##### **Facility costs**

The fees for meeting rooms or audio visual equipment needed for the training that are not included in the trainer's fee, if any

#### Ineligible Costs

Wages, travel, meals and lodging expenses of the participants are not eligible for reimbursement.

***For more information, the complete 2011 CIT Fund Program can be viewed on the DBE webpage.***